CLEARVIEW TOWNSHIP

Job Number: #2026-033
Vacancy Status: Existing Vacancy
Posting Date: October 26, 2026
Deadline: November 9, 11:59 PM

Youth Centre Assistant '1'

The Corporation of the Township of Clearview

Clearview Township is currently seeking one (1) permanent part-time (approximately 25 hours per week) Youth Centre Assistant '1'. This is a unionized position within the CUPE Bargaining Unit. The primary location of work is currently based at the Stayner Arena, located at 269 Regina Street, Stayner; however, day-to-day work locations may vary across the Township or be out of town based on operational requirements or scheduled outings.

Clearview Township is located in a region that has a long history as one of Ontario's favourite tourist and vacation destinations, attracting over two million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of a small-town quality of life.

Key Accountabilities:

Reporting to the Youth Centre Coordinator, the Youth Centre Assistants are responsible for supporting the safe and smooth daily operations of the Clearview Youth Centre. The Youth Centre Assistants actively participate in youth activities and programs, effectively overseeing, guiding, and directing the youth members. The Youth Centre Assistants are also responsible for ensuring controlled entry access for every youth member arriving, conducting opening and closing procedures, registering and updating new member information, and responding to public inquiries.

Qualifications:

- Secondary School Diploma and a recognized post-secondary certificate in Recreation and Leisure Studies, Youth Work, or Social Services with one (1) year of previous related work experience working with youth aged 12 to 17.
- Strong interpersonal, communication, leadership, conflict management, and organizational skills.
- Knowledge of the procedures involved in recognizing youth at risk in accordance with the Child, Youth and Family Services Act, and proven knowledge of the Occupational Health and Safety Act.
- Ability to handle sensitive situations with innovative thinking, sound judgement, and effective negotiation and dispute resolution skills.
- Ability to work constructively in a team environment and act independently as required.
- Flexibility and willingness to work afternoons, evenings, and weekend shifts, including traveling within the community and out of town as required, to meet operational requirements.
- Current and valid First-Aid, CPR-C, and AED certification required, as well as current WHMIS certification.
- Satisfactory Vulnerable Sector Check.
- Valid Class "G" Driver's License in good standing with a clean Driver's Abstract and reliable personal transportation.
- Experience delivering services within a Youth Centre is a definite asset.
- Non-Violent Crisis Prevention Training and/or Applied Suicide Intervention Skills training is a definite asset.

Wage Rate:

Currently: $38.90 per hour (2026).

How to Apply:

Interested candidates are invited to forward their resume and a covering letter quoting **job # 2026-033** to Human Resources **by November 9th, 2026, at 11:59 pm** to: hr@clearview.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. No phone calls, please. The Township of Clearview does not use Artificial Intelligence (AI) technology at any stage of the recruitment process. The Township of Clearview is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Please visit: www.clearview.ca